Faculty & Staff
COVID-19 Guide
A Message from Health & Wellness Services

Your wellness is our top priority. Health & Wellness Services is here to help you stay healthy and safe in this unique and challenging time. We’re here for all of your health needs all year long. We offer telehealth appointments as well as on-campus appointments as needed.

As the school year starts, remember to “lay low” the first two weeks to help prevent the spread of COVID-19. While we all want you to continue to have fun, protecting yourself against Coronavirus is more important. Here are some tips to keep in mind:

- Wash or Sanitize Your Hands Frequently
- Maintain Physical Distance of at Least 6 Feet Apart
- Wear your Face Mask
- Avoid Touching Your Face

Let it be known that WSU’s Health & Wellness Services welcomes and appreciates everyone regardless of race, creed, religion, country of origin, documentation or sexual orientation.

Let it be known that at WSU’s Health & Wellness Services you are valued not despite your differences but with full appreciation of your differences.

Let it be known that at WSU’s Health & Wellness Services you are safe, protected and not judged.

Let it be known that WSU’s Health & Wellness Services stands with you not just when there is a horrible incident that makes the news but day to day with all that you face, during the challenges that only you may know, we stand by you.
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Know The Risk: In the Classroom (Students)

Low Risk

**Virtual**
- Attending classes held online via Zoom or other online softwares.
- Meeting with professors virtually by zoom, email, or phone.
- Using campus resources at a distance by calling or emailing.
- Utilizing virtual tutoring or writing support.
- Studying at home or hosting a virtual study session with classmates.

**RESOURCES**
- Online Tutoring Service: winona.edu/tutoring
- Library: winona.edu/library
- Warrior Success Center: winona.edu/wsc
- Access Services: winona.edu/accessservices

Information approved by H&WS Medical Staff

Moderate Risk

**Outdoor**
- Filling out and passing the Daily Self-Assessment daily—regardless if you are coming to campus or not.
- Attending classes held outdoors when possible. This provides the most amount of space and air ventilation.
- Sitting 6 feet apart (12 feet if exerting oneself).
- Utilizing microphones in the classroom to amplify instructors and presenters voices.
- Meeting with professors outdoors.
- Studying outside or with roommates.

Moderate Risk

**Indoor with Precautions**
- Filling out and passing the Daily Self-Assessment daily before coming to campus.
- Following campus signage directing the flow of traffic—following behind the people in front of you.
- Wearing a mask.
- Attending small in-person classes with 10-24 people.
- Using personal equipment. Keeping your materials and supplies with you!
- Spreading 6 feet apart throughout the classroom.
- Opening the windows in the classroom to increase air ventilation.
- Disinfecting shared spaces, such as desks, before and after use.
- Studying with your friends.

Higher Risk

**Indoor without Precautions**
- Not filling out or failing the Daily Self-Assessment before coming to campus.
- Walking against the flow of traffic—walking towards others.
- Not wearing a mask.
- Attending large or long in-person classes with over 24 people lasting more than 1 hour.
- Sharing lab supplies.
- Sitting less than 6 feet apart (less than 12 feet if exerting oneself).
- Closing the windows.
- Not disinfecting in between class sessions.
- Hanging out around your classroom after your class has ended.
- Going to campus unnecessarily.
- Studying in the library or in another public setting for long periods of time.
Low Risk

Virtual

- Holding classes online via Zoom or other online softwares.
- Recording lectures to post on D2L for students. This will help students who may be essential workers who have inconsistent schedules.
- Posting Power-Points and notes on D2L for students to refer back to.
- Meeting with students virtually by zoom, email, or phone.
- Recommending students to use campus resources at a distance by calling or emailing.
- Hosting virtual drop-in office hours via Zoom.
- Developing virtual study groups for struggling students.
- Developing strategies for double-advising so students know that they are on track to graduate.

Moderate Risk

Outdoor

- Verifying that students filled out and passed the Daily Self-Assessment daily—regardless if you are meeting in person or not.
- Hosting classes held outdoors when possible. This provides the most amount of space and air ventilation.
- Sitting 6 feet apart. If classes involve activities where one is exerting oneself, increase physical distance to 12 feet.
- Utilizing microphones in the classroom to amplify instructors and presenters voices.
- Meeting with students outdoors.

Higher Risk

Indoor with Precautions

- Verifying that students filled out and passed the Daily Self-Assessment prior to class.
- Following campus signage directing the flow of traffic—following behind the people in front of you.
- Wearing a mask for the entirety of the class.
- Ensuring small in-person classes with 10-24 people.
- Providing supply lists early so students may use their personal equipment.
- Recommend students keep their materials and supplies with them!
- Spreading 6 feet apart throughout the classroom.
- Opening the windows in the classroom in increase air ventilation.
- Disinfecting shared spaces, such as desks, before and after use.

Highest Risk

Indoor without Precautions

- Not verifying that students filled out the Daily Self-Assessment before coming to campus.
- Walking against the flow of traffic—walking towards others.
- Not wearing a mask.
- Holding large or long in-person classes with over 24 people lasting more than 1 hour.
- Sharing lab supplies amongst students.
- Sitting less than 6 feet apart (less than 12 feet if exerting oneself).
- Closing the windows.
- Not disinfecting in between class sessions.
- Allowing students to hang out around the classroom after the class has ended.
- Going to campus unnecessarily.

Information approved by H&WS Medical Staff
Low Risk

- Working from home when possible.
- Calling in sick when you are experiencing symptoms—regardless of if you have tested positive or not.
- Leaving accessories at home, such as jewelry, rings, and watches.
- Keeping hand sanitizer on you, or nearby, at all times throughout your shift. Wash hands frequently and whenever possible.
- Changing into clean clothes before coming home. Keep contaminated work uniform separate in a bag or bin and wash uniform and mask before reuse.
- Disinfecting your car when returning home from work.
- Showering when you return home from work.

Moderate Risk

- Forming “pods” with your co-workers. For example: John and Sarah work in the office on Mondays and Wednesdays. Jimmy and Susan work in the office on Tuesdays and Thursdays. Pods help limit the amount of contact with others.
- Washing or sanitizing hands often throughout your shift.
- If you wear contacts, consider wearing glasses as this will help keep your fingers away from your eyes and provide additional protection.
- Using personal equipment in the work place, such as computers.
- Showering when you return home from work and changing into clean clothes.
- Washing your work uniform and mask before reuse.

Higher Risk

- Working late or staying past your shift.
- Working overtime which can result in increased stress and mental health issues. Find time to take a day off to reset from a busy work schedule and focus on your mental health.
- Carpooling with co-workers to work.
- Using shared equipment in the work place, such as computers, wiping it down in between each use.
- Using shared equipment in the break room with proper disinfecting between use. Bring your own utensils from home to use.
- Changing out of work uniform and into clean clothes when you return home.

Highest Risk

- Going into work unnecessarily.
- Hanging out around your job site after your shift ended.
- Working consistently and bringing work home with you. This will have negative impacts on your mental health.
- Going to work with symptoms or being dishonest about symptoms.
- Blending pre-established pods.
- Using shared equipment in the work place without any sanitary precautions.
- Sharing personal items and utensils in the break room.
- Re-wearing yesterday’s work uniform to work today.
Know The Risk: Essential Worker
(Supervisors)

Low Risk

- Allowing workers to work from home when possible. Allow accommodations to those who are at a higher risk.
- Allowing staff to call in when they’re sick or experiencing symptoms. Give them the proper time off regardless of if they have tested positive or not.
- Encouraging staff to leave accessories at home, such as jewelry, rings, and watches.
- Encourage proper hand hygiene. Keep hand sanitizer accessible to staff and provide instructions for proper hand washing.
- Having gloves available to workers. Develop signage or education for proper glove usage.

Moderate Risk

- Staggering staff that will be working in the office or at the job site.
- Forming “pods” with your workers. For example: John and Sarah work in the office on Mondays and Wednesdays. Jimmy and Susan work in the office on Tuesdays and Thursdays. Pods help limit the amount of contact with others.
- Allowing workers to use personal equipment in the workplace, such as computers.
- Developing processes for dealing with someone who becomes sick. Allow a clear channel of communication and close-contact protocol.

Higher Risk

- Allowing workers to stay late or past their shift.
- Avoid workers working overtime and having an increased amount of contact. Working consistently can cause increased amount of stress amongst workers. Schedule days off for them to reset from a busy work schedule and focus on their mental health.
- Hosting all-staff meetings outdoors whenever possible.
- Using shared equipment in the workplace, such as computers, wiping it down in between each use.
- Using shared equipment in the break room with proper disinfecting between use. Supply disposable utensils.

Highest Risk

- Allowing workers to go into work unnecessarily. Limit those hanging out around the job site after their shift ended.
- Over scheduling workers. Working consistently and bringing work home will result in negative impacts on their mental health.
- Blending pre-established pods.
- Hosting all-staff meetings in a conference room.
- Using shared equipment in the workplace without any sanitary precautions.
- Sharing personal items and utensils in the break room.

Information approved by H&WS Medical Staff
Low Risk

**Personal**

Having a personal bathroom is the safest for protecting yourself against COVID-19.

If you have a personal bathroom—clean on a regular basis.

Avoid sharing your personal bathroom with others.

Keeping a personal set of towels, wash cloths, and bath towels for only you to use.

**Know The Risk: Bathrooms**

*Showering on a regular basis can help bring back some normalcy to your life. Remember to shower when you return home from work.*

Moderate Risk

**Shared in the Home**

Wiping down frequently touched surfaces daily such as: toilet seat, flush, sink, faucet, soap light switches, and door knobs.

Flushing with toilet cover down to help protect against the virus becoming airborne.

Keeping and using a separate sets of hand towels, wash cloths, and bath towels for each person in your home.

Does your home bathroom have a window? Keep it open to increase air ventilation.

Developing a shower schedule with your housemates. This will help to ensure that the shower is completely dry in between uses.

Higher Risk

**Res Hall Bathrooms**

Wiping down stall door, lock, toilet seat and flush before and after use.

Using your foot to flush and closing lid while flushing (if possible).

Wiping down sink, faucet, soap dispenser, and paper towel dispenser before and after use.

Using personal sink as much as possible (if applicable).

Avoid setting personal items in sink or shower (especially tooth brush).

ALWAYS wearing shower shoes.

Bringing personal shower supplies in a container or plastic Ziploc bag.

Bringing a robe to limit the amount of time in the bathroom. Get dressed and ready in your room.

Highest Risk

**Public Restrooms**

Washing hands before and after going to the bathroom.

Wiping down frequently touched surfaces before and after use.

Disinfecting stall door, lock, toilet seat and flush before and after use with a wipe.

Wiping down sink, faucet, soap dispenser, and paper towel dispenser.

Flushing with toilet seat down and using your foot to flush (if possible).

Information approved by H&WS Medical Staff
Keep your face mask on you at all times!
The CDC strongly recommends the use of cloth face coverings to help prevent the spread of COVID-19.

Keep hand sanitizer close by!
The CDC recommends the use of hand sanitizer with an alcohol content above 60%.

Keep extra wipes near by!
H&WS recommends keeping wipes with you to help sanitize shared spaces and high touch surfaces.

Bring water with you!
H&WS recommends bringing a full water bottle to your classes to avoid high touch surface areas such as water fountains.

Don’t forget snacks!
H&WS recommends bringing healthy snacks with you to your classes that overlap meal times. This can help avoid unnecessary trips to the vending machine, which is another frequently touched surface.

PRO TIP: Keep these items in your backpack!
Face coverings are recommended, even when physical distancing is possible, inside ALL residence halls.

Health & Wellness Services recommends keeping your mask with you at all times.

Face coverings are required at ALL times in the classroom.

Face coverings are required inside all buildings, outdoor campus grounds, & high traffic areas.

Face coverings are required inside all buildings, outdoor campus grounds, & high traffic areas.

Face coverings are optional when you are alone outdoors and physical space is easy to maintain.

Face coverings are optional is when you’re alone in personal spaces such as car, office, or room.
Dos & Don’ts of Wearing a Face Mask

**DO:** Cover your mouth, nose, and chin

**DON’T:** Have your mouth or nose exposed

**DO:** Remove face mask by holding only the ear loops.

Remember to wash or sanitize your hands after removing your mask.

Wash mask & replace filter after each use.

[Logos for Winona State University and Count on Me]

Health & Wellness Services
3-Layer Masks

**Layer 1** (outer layer)
Non-absorbent (hydrophobic) material such as polyester or poly-blend. This helps to keep other airborne particles from coming into your mask.

**Layer 2** (middle layer)
Filter layer made of synthetic (hydrophobic) material or fibers such as nylon. This acts as a barrier to help prevent particles from coming in and going out.

**Layer 3** (inside layer)
Absorbent (hydrophilic) material such as cotton. This helps to absorb particles coming out.

2-Layer Masks with Filters
Filters help boost effectiveness of the mask. The filter should be “sandwiched” between the outermost and innermost layers.

**Types of Filters**
- HEPA Filters
- Carbon Filters
- Coffee Filters

**Homemade Filter**
Use a piece of synthetic (hydrophobic) material such as; nylon, polyester, acrylic, or spandex. Remember to wash or replace filter after each use.

Do you Wear Glasses?
Look for masks that have a nose wire. This will provide a more “snug fit” and help decrease the amount of air coming out.

Place your glasses OVER the face mask to help prevent fogging.

Apply anti-fog spray to your glasses or wash with soapy water. This adds a protective barrier to your glasses that helps prevent fogging.

Glasses still fogging up? Use medical tape to tape the mask onto your face.

Best Shape of Mask
Cone style masks that form to your face provide the most amount of protection.

Look for masks with a nose wire to provide a more “snug fit” to the face.

Check product dimensions on sizes to find the correct size to purchase.

Test Your Mask

**Flashlight Test**
Can the light shine through my mask?

**Candle Test**
Can I blow out a candle with this mask?

If you can’t shine a light through or blow out a candle your mask has enough layers!

What types of face coverings are NOT recommended?
Avoid neck tubes, scarves, bandannas, and exhalation valves as they have not been proven to be more effective. Exhalation valves pose a risk of increased particles going in and out of the mask.
Lock It Up
Keep lids tightly closed and store out of reach of children and pets.

Wear Gloves & Wash Your Hands
For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.

Follow the Contact Time
You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Pre-Clean the Surface
Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.

Read the Directions
Follow the product's directions. Check “use sites” and “surface types” to see where you can use the product. Read the “precautionary statements.”

Check that your product is EPA-approved
Find the EPA registration number on the product. Then, check to see if it is on the EPA's list of approved disinfectants at: epa.gov/listn

The CDC recommends cleaning and disinfecting frequently touched surfaces daily. This includes tables, light switches, door knobs, counter tops, handles, desks, toilets, faucets, and sinks. E-surfaces include phone, remotes, controllers, and keyboards.

6 STEPS FOR SAFE & EFFECTIVE DISINFECTING AGAINST COVID-19

Cleaning removes dust, debris, and visible dirt from a surface by scrubbing, washing, and rinsing. Disinfecting destroys or inactivates both the bacteria and viruses identified on the product's label (like influenza and SARS-COV-2) on hard surfaces.

The COVID Clean image includes a section titled "FREQUENTLY TOUCHED SURFACES" indicating high touch surfaces for proper disinfection.

Health & Wellness Services
What should I do if... 
I've been in close contact with someone...

- **...who is being tested?**
  - Be extra aware and mindful while waiting for their results, in case of need to quarantine

- **...who has tested positive for COVID-19?**
  - Quarantine for 14 Days since last contact, Self-Monitor AND Get Tested
  - If you become symptomatic, isolate 10 days from onset of symptoms AND 24 hours fever free

- **...who has tested negative for COVID-19?**
  - Continue to Practice Physical Distancing, Wash Hands, & Wear a Mask

- **...who is a close contact of a positive case...**
  - Continue to Practice Physical Distancing, Wash Hands, & Wear a Mask

- **...and IS experiencing symptoms?**
  - Continue to quarantine for 14 days regardless of YOUR test result
  - If you become symptomatic, isolate 10 days from onset of symptoms AND 24 hours fever free

- **...but IS NOT experiencing symptoms (yet)?**
  - Self-Monitor, Practice Physical Distancing, Wash Hands & Wear a Mask

- **...who has been in close contact with someone ELSE who might have been exposed?**
  - Continue to Practice Physical Distancing, Wash Hands, & Wear a Mask

**High Risk**

**Moderate Risk**

**Low Risk**

Information sourced from: MIT Medical and H&WS Medical Staff July 2020

COVID Symptoms Include: fever, cough, shortness of breath, chest pain, sore throat, loss of taste or smell, headache

Close contact is being within 6 feet of a positive case for 15 minutes regardless of if a mask was worn.
COVID Symptoms Include: fever, cough, shortness of breath, chest pain, sore throat, loss of taste or smell, headache

While in Isolation...
- Stay home and do not go out into public
- Stay away from people in your home as much as possible
- Wear a facemask during every interaction with your care taker
- Avoid sharing personal household items such as bedding, towels, and dishes

Information sourced from: CDC, MDH, and H&WS Medical Staff July 2020